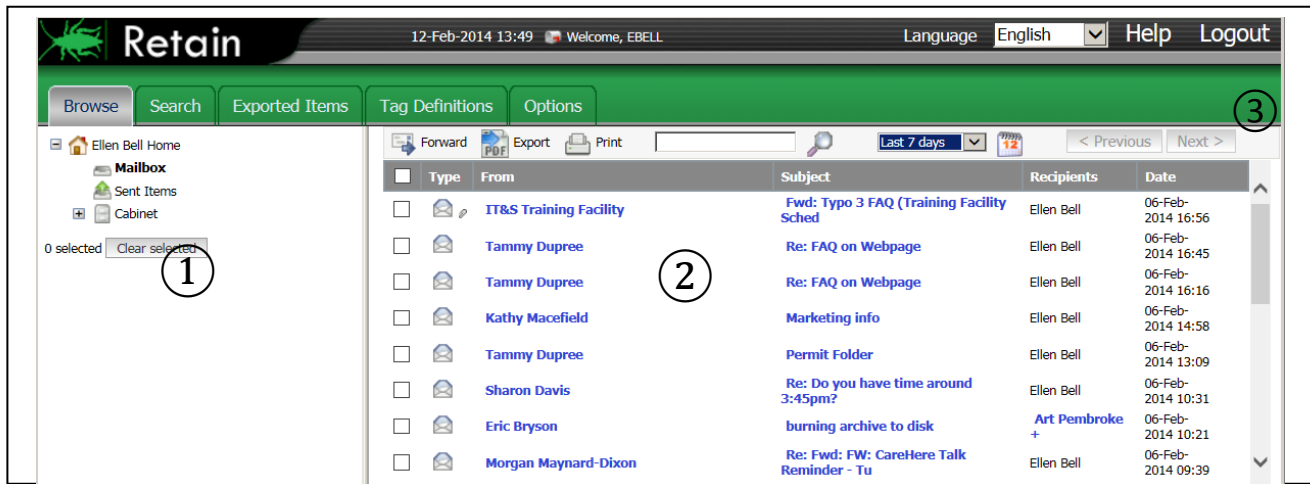


How to Use Gwava Retain Archiving

Browse

The Browse function tab is designed to look very similar to the GroupWise WebAccess. The window is divided up as follows:



1. Folder list, of currently browsed mailbox.
2. Contents of currently selected folder.
3. Toolbar, to perform date filtering, quick searching, and additional functions.

You browse through a mailbox when you are casually looking at the contents, or have a pretty good idea of where and when the item was created. Use the Search function tab for advanced search criteria.

When you first log in

Normally you will be automatically browsing the mailbox to which you have been assigned rights. This mailbox setting will persist between login sessions.

If the mailbox is empty, or you have not been assigned a mailbox initially, you may wish to use the "New Mailbox" toolbar option, which is available only if you have access to multiple mailboxes.

You may only browse one mailbox at a time (you can SEARCH multiple mailboxes using the Search function tab). To switch mailboxes, you can use the "New Mailbox" toolbar option, which is available only if you have access to multiple mailboxes.

Folder List

All of the folders in the Mailbox appear on the left side of the screen. You may expand/contract the tree by clicking on the — and + icons. You can view a folder's contents by clicking on the folder's name.

Note: Specific GroupWise folders appear only when at least one item has been archived in them. For example, the Checklist folder will not appear until an item is archived from your live mailbox's Checklist folder.

Note: If message items do not appear or are missing when you click a folder, make sure the Date Filter (toolbar) is set correctly.

Message List

The Message List displays the currently selected folder's contents or the results of a Quick Search. In both cases only items fitting your Date Filter range will be displayed.

The exact columns which appear are mapped to the appropriate columns for that folder type.

Similar to WebAccess an icon (paperclip) will appear to indicate the presence or absence of attachments. Also, various icons will appear to indicate the type of message (Mail, Appointment, Task, Note, etc.).

To view a message, click on the SUBJECT or FROM links of the message. From there, you can download pieces of the messages, view the message, and its properties.

The checkbox to the left can be used to select multiple messages, and to perform a function upon them. Currently the only function available is Forward (if you have been granted rights to do so). You may use the checkbox in the table header to toggle/untoggle all messages currently listed.

You view items on a page basis. By default the number of messages displayed in a page is 25, but that can be changed in the Items page. You can move from one page to another by clicking the NEXT and PREVIOUS buttons in the toolbar.

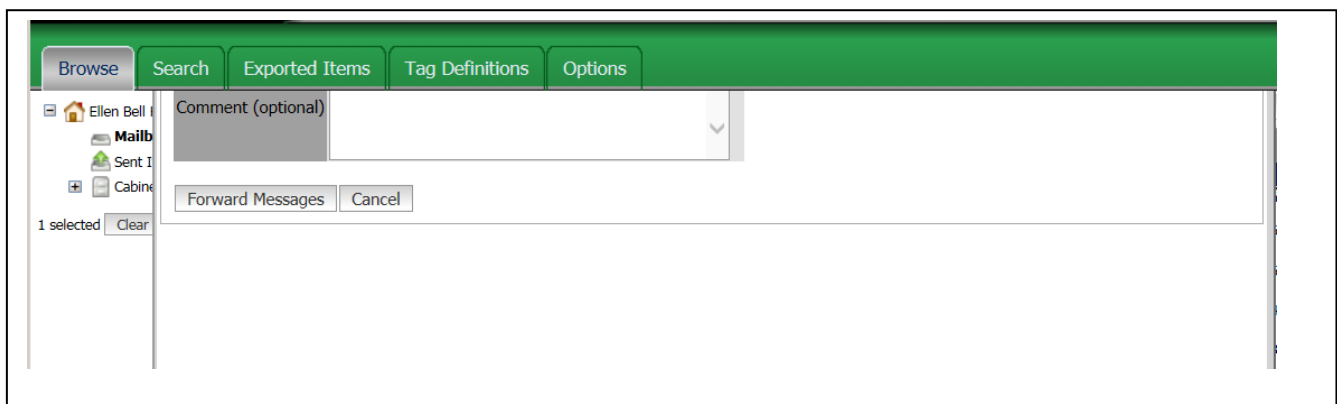
Toolbar

The toolbar contains the following icons.

Forward

If you have not been granted rights to Forward messages, this icon will not appear.

This function allows you to forward messages to any live SMTP mailbox. Simply select the messages you wish to forward, and click forward. Then fill out the requested information (address, subject, optional comment), and click Forward.



PDF Export

If you have not been granted rights to this feature, this icon will not appear

This function allows you to select many messages, and export them to a single PDF file. This can be extremely convenient for e-discovery and sharing purposes.

Simply select some messages and click the icon.

You will see a wide variety of configuration options. In brief:

- You may set all sorts of cover page information.
- You may password protect the PDF.
- You may set size limits, and determine what types of attachments, if any, should be included.
- You may customize the headers, and the exported file name.
- You may set the time zone or page dimensions.
- You may request that you be e-mailed when the PDF export job is complete.

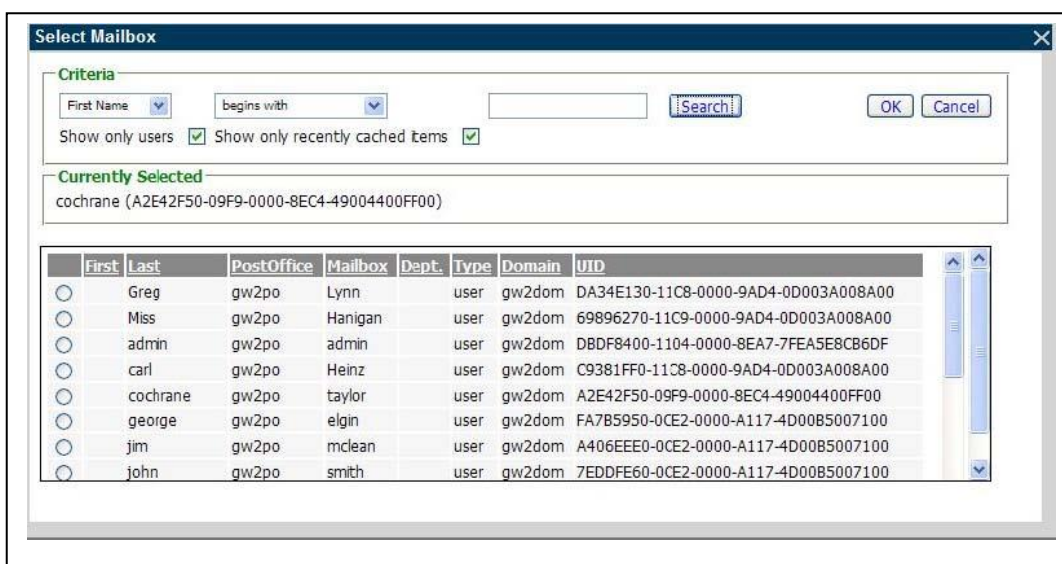
After clicking export, the PDF job runs in the background. When it is complete, you may access it from the Exported Items tab. You may also cancel the job at any time from that tab, and delete old PDF exports.

Print

You can print the message list by clicking on this icon. Only the current page will be printed.

New Mailbox

If you have rights to view more than one mailbox, this icon appears and allows you to switch to another mailbox. The mailbox selected is saved, so the next time that you logon, you'll be automatically browsing that mailbox.



Select Mailbox

Criteria

First Name: begins with:

Show only users: ☒ Show only recently cached items: ☒

Currently Selected

cochrane (A2E42F50-09F9-0000-8EC4-49004400FF00)

	First	Last	PostOffice	Mailbox	Dept.	Type	Domain	UID
<input type="radio"/>	Greg		gw2po	Lynn		user	gw2dom	DA34E130-11C8-0000-9AD4-0D003A008A00
<input type="radio"/>	Miss		gw2po	Hanigan		user	gw2dom	69896270-11C9-0000-9AD4-0D003A008A00
<input type="radio"/>	admin		gw2po	admin		user	gw2dom	DBDF8400-1104-0000-8EA7-7FEA5E8CB6DF
<input type="radio"/>	carl		gw2po	Heinz		user	gw2dom	C9381FF0-11C8-0000-9AD4-0D003A008A00
<input type="radio"/>	cochrane		gw2po	taylor		user	gw2dom	A2E42F50-09F9-0000-8EC4-49004400FF00
<input type="radio"/>	george		gw2po	elgin		user	gw2dom	FA7B5950-0CE2-0000-A117-4D00B5007100
<input type="radio"/>	jim		gw2po	mclean		user	gw2dom	A406EEE0-0CE2-0000-A117-4D00B5007100
<input type="radio"/>	john		gw2po	smith		user	gw2dom	7EDDFE60-0CE2-0000-A117-4D00B5007100

- 1 You may search for an entry in address book by Mailbox (id), First Name, or Last Name. You can leave the criteria blank to show ALL addresses.
- 2 You can leave selected (or deselect) the Show Users checkbox. By default this is on, and thus

skips Resources.

- 3 You can leave selected (or deselect) the Show Recently cached Items checkbox. By default this is on, and skips address book entries that have not been active (no items stored) in the last 10 days).
- 4 Finally, click the SELECT button. Items that fit the criteria will be displayed. You can select the mailbox you want by clicking on the radio button next to the mailbox, and then clicking OK.

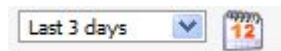
Quick Search



The Quick Search allows a quick search of the currently selected folder. Type a word, click the Find icon and it will be searched for in the FROM, TO, SUBJECT, and FULL TEXT.

Only items which fit the criteria (and the Date Range!) will be displayed. To reset the Quick Search, simply clear out the contents and click the Find icon again.

Date Range Filter



The Date Range Filter restricts the display of message items to a specific date range. Items outside the date range **are not displayed**.

The reason why the Date Range Filter exists is because a mailbox contains potentially a million messages or so. It doesn't make sense to page through anything but a small subset of the store. Also, users usually have a reasonably good idea of the date period in which the message of interest was delivered.

The Date Range Filter is persistent. That means that if you switch tabs or log off, it will be saved and preserved. This is usually a good thing, but can be confusing at first.

Changing the Date Range Filter can be done in three ways:

1. Use the pull down menu to select a pre-selected entry such as "last 3 days"
2. Use the calendar icon to set a custom date range. This will also be preserved across sessions.
3. Use the Options function tab (Miscellaneous) section to set the Date Range filter.

Previous/Next Buttons



You view items on a page basis. By default the number of messages displayed in a page is 25, but that can be changed in the Items page. You can move from one page to another by clicking the NEXT and PREVIOUS buttons in the toolbar.